Meeting Agenda
25/10/2021

Attendees:

- Colin Stock: s3922272
- Gesina Sands: s3921234
- Liane Wong: s3923671
- Michail Christofis: s3923089
- Samuel Saad: s3922640
- Tai Tran: s3918375

Item 1 (10 minutes)

- Tai Tran is joining us as such we will need to discuss which jobs he will be joining/ taking over
- Will need to do his part of team profile if not done
- Tools and Technology (everyone will be giving what they used and why they used it to Liane)
- Test as group
- Can take over time frame if he is happy to
- Can go through tasks and join a couple whoever needs help (maybe an all rounder role)

Item 2 (5 minutes)

- If we are making an investment pitch how are we monetising
  - subscription ?
  - upfront ?
  - Data ?

Item 3 (5 minutes)

- Files and Task Systems (lead by Liane)
  - Housekeeping Stuff

Open Issues (20 minutes)

- Has everyone **done** what we discussed in the last meeting
  - Everyone's section of the profile
  - Colin (script draft)
- Moving forward when does everyone want the **deadlines** for everything done by
  - script, storyboard and putting it all together (Colin, Michail and Gesina) (Thursday)
  - Tools (will progress throughout projects duration)
  - Project Description (Colin) (draft by Thursday full copy by next Monday)
  - Aims (Samuel)
  - Plans and Progress (progress throughout the duration of assessment)
  - Roles (adapt and change throughout the project duration if we use)
  - Scope and Limits (Michail and Colin may be changed over time)(draft by Thursday)
  - Tools and Technology (will change and progress throughout the project duration)
  - As we test Gesina will write the results
  - Time frame (roughly done by end of this week then subject to change over time)
  - Risks (Liane and Gesina)
  - Group Processes (Michail)

- Skills and Jobs (Samuel and Gesina)
  - How exactly will we be making and testing artefacts

Reviewing Tasks
Minutes submitted by: Gesina Sands
Minutes approved by: